

Permit Denial, Revocation, and Appeal Procedure

The Special Events Coordinator shall deny an application for a special event permit or revoke a special event permit only if she/he determines from a consideration of the application and other pertinent information that one or more of the following exists:

1. One or more of the approval criteria is not met.
2. The applicant has knowingly made a false, misleading or fraudulent statement of fact to the City in the application process.
3. The applicant fails to complete the application form after having been notified of the additional information or documents requested.
4. The application does not satisfy the requirements of this Chapter or the administrative regulations adopted thereto.
5. The application does not comply with any of the conditions of approval including, but not limited to:
 - a. Remittance of fees, charges or deposits,
 - b. Submittal of an indemnification agreement and/or proof of insurance to the extent required, and
 - c. Timely receipt of all required permits and approvals.
6. The applicant fails to agree as a condition of permit issuance that if City property is destroyed or damaged by reason of permittee's use, event or activity and the damage or destruction is directly attributable to the permittee, the permittee shall reimburse the City for the actual replacement or repair cost of the destroyed or damaged property.
7. The applicant has damaged City property and has not paid in full for such damage or has other outstanding and unpaid debts related to a prior community event permit issued by the City.
8. The Special Events Coordinator has earlier received an application to hold another event at the same time and place requested by the applicant, or so close in time and place as to cause undue traffic congestion or create an infeasible parking demand, or the City is unable to meet the needs for necessary services for both events.
9. The time or size of the event is reasonably likely to substantially interrupt the safe and orderly movement of traffic contiguous to the event site or disrupt the use of a street at a time when it is usually subject to great traffic congestion.
10. A City department has earlier received an application to hold another event at the same time or date, making it infeasible to hold both events because the City would not have sufficient resources to provide the necessary services for both events.
11. The concentration of persons, animals and vehicles at the site of the event is reasonably likely to prevent proper police, fire, or ambulance services to the event.
12. The location of the event is reasonably likely to substantially interfere with any construction or maintenance work scheduled to take place upon the proposed event site or with a previously granted encroachment permit.
13. The event is reasonably likely to occur at a time when school is in session at a location adjacent to the school, and the noise created by the activities of the event would substantially disrupt the educational activities of the school.
14. The proposed use is not allowed or not appropriate in the requested location.
15. The location is not available for reservation because the City has set it aside for a scheduled special event or due to policies restricting the frequency or scheduling of events at that location or at the proposed time.
16. The size, scope and duration of the proposed event is not compatible with the location or surrounding neighborhood.
17. There is insufficient time to plan or organize the proposed use in a manner that is consistent with how the City permits events and with the needs of public health and safety.

Whenever possible, rather than denying an application based on the above-stated reasons, the City shall request the applicant modify or relocate their event or their plans. If permitted, the City may impose permit conditions on the permit in order to reflect such modifications.

Returning events and/or returning event organizers that have a history of problems in any of the following areas may have their application and/or Special Event Permit denied or revoked or may have significant limitations put on future events: non-compliance with deadlines, payments and/or adherence to permit terms and conditions, submitting incomplete plans, bounced checks and/or outstanding balance, non-payment of vendors and contractors, damage to City property, misrepresentation of certain event aspects, and non-compliance with alcohol management requirements.

Once a denial has been made, the decision is appealable to the City Administrator or his/her designee. The decision of the City Administrator is final.

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